

**CITY OF SPRINGDALE**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**Resident's Participation Plan**

Amended October 11, 2016



**SPRINGDALE**™

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## **Resident's Participation Plan (RPP)**

### **Community Development Block Grant (CDBG) Program**

Funds authorized by Congress under the Community Development Block Grant are made available to entitlement cities according to a formula allocation. The City of Springdale is classified as an Entitlement City and therefore receives the formula grant annually as participants in the program. Entitlement Grants are awarded for specific Program Years.

Program Year is defined as the authorized operating period of a particular program. The term is usually used to distinguish the program's operating period from the federal government's fiscal year. The City's CDBG Program Year is the 12 month period beginning July 1<sup>st</sup> in the fiscal year for which the appropriation is made and ending on June 30<sup>th</sup> the following year.

Low-and-moderate-income (LMI) is defined as a person or household having an income equal to or less than the Section-8 low-income limit adjusted for family size.

Additional information about the CDBG Program can be found on the City's web site at: [www.springdalear.gov](http://www.springdalear.gov) under the office of Community Development.

### **Applicability**

1. The United States Department of Housing and Urban Development regulations require jurisdictions receiving CDBG Funds to adopt a Resident Participation Plan that sets forth the City's policies and procedures for resident's participation.
2. The legislation which created the CDBG Program and the regulation implementing it encourage the participation of residents in the development of the Assessment of Fair Housing, any revisions to the Assessment of Fair Housing, the Consolidated Plan, Action Plan, and the Consolidated Annual Performance & Evaluation Report.
3. These requirements are designed especially to encourage participation by low-and-moderate-income persons, particularly those persons living in areas designated by the City as a revitalization area or in a slum and blighted area and in areas where CDBG funds are proposed to be used and by residents of predominantly low-and-moderate-income neighborhoods, as defined by the City.
4. The City will take appropriate actions to encourage the participation of all residents, including minorities and non-English speaking persons, as well as persons with disabilities.
5. The City encourages the participation of local and regional institutions, Continuums of Care, businesses, developers, non-profit organizations, philanthropic organizations, community-based, and faith-based organizations in the process of

developing and implementing the Assessment of Fair Housing, Consolidated Plan, and Action Plan.

6. The City also encourages in conjunction with the Springdale Housing Authority, the participation of residents of public and assisted housing developments (including resident advisory boards, resident councils, and resident management corporations) in the process of developing and implementing the Assessment of Fair Housing, Consolidated Plan and Action Plan, along with other low-income residents of the city's targeted revitalization areas.
7. The City shall make an effort to provide information to the Springdale Housing Authority about the Assessment of Fair Housing, Affirmatively Furthering Fair Housing strategy, and Consolidated Plan activities related to developments and surrounding communities in order for the Springdale Housing Authority to make this information available at annual public hearings.

### **Resident Participation Plan (RPP)**

1. This plan sets forth the City's policies and procedures for resident's participation in the CDBG Program. This plan was revised October 2016 and supersedes the February 2015 version to comply with regulation 24 Code of Federal Regulations 91.105, Citizen participation plan; local governments as of September 30, 2016. This plan will be reviewed annually to ensure it complies with current Resident's Participation Plan Regulations.
2. The City's RPP is available in English and Spanish on the City's web site at [www.springdalear.gov](http://www.springdalear.gov) under the office of Community Development.
3. Residents may comment at any-time on any document located on the Community Development web page.
4. Any substantial amendments to the RPP shall be posted on the City's web site in English and Spanish. The RPP shall be translated by a professional translator from English to Spanish and shall be made available in a format to persons with disabilities, upon request.
5. A bilingual person (English to Spanish) will be available to provide language assistance at all public hearings and meetings related to the Assessment of Fair Housing, Consolidated Plan, Action Plan, and all other meetings held on behalf of the Community Development Block Grant Program.
6. Before the City adopts a Consolidated Plan or Action Plan, the City will make available to residents, public agencies, and other interested parties information that includes the amount of funds the City expects to receive (grant funds and program income) and the activities the City plans to undertake, including the estimated amount that will benefit persons of low-and-moderate-income.

7. The City will continue to explore alternative public involvement techniques and quantitative ways to measure efforts that encourage the participation of residents in a shared vision for change in the community and neighborhoods and the review of program performance (for example, the use of focus groups and the internet).

### **Resident's Participation**

1. This RPP provides for and encourages residents to attend all public hearings to provide their views of the community on housing and community development needs, including priority non-housing community development needs and Affirmatively Furthering Fair Housing.
2. This RPP provides for and encourages residents to participate in the development of Action Plans, Consolidated Plans, and the Assessment of Fair Housing. This RPP also encourages residents to review and comment on the proposed Action Plans, Consolidated Plans, Substantial Amendments, Consolidated Annual Performance & Evaluation Report, and the final Assessment of Fair Housing. These requirements are designed especially to encourage participation by low-and-moderate-income residents, particularly those living in slum and blighted areas and in areas where CDBG funds are proposed to be used and by residents of predominantly low-and-moderate-income neighborhoods as defined by the City.
3. The City will undertake actions deemed appropriate to encourage the participation of all its residents, including minorities and non-English speaking persons, as well as persons with disabilities. The City encourages the participation of local and regional institutions, the Continuum of Care, and other organizations (including businesses, developers, non-profit organizations, philanthropic organizations, and community-based and faith-based organizations) in the process of developing and implementing a Consolidated Plan and Action Plan.
4. The City encourages, in conjunction with consultation with the Springdale Public Housing Authority, the participation of residents of public and assisted housing developments in the process of developing and implementing Consolidated Plans and Annual Action Plans, along with other low-income residents of targeted revitalization areas in which the developments are located.
5. The City will make every effort to provide information to the Springdale Public Housing Authority about the Consolidated Plan and Action Plan activities related to its developments and surrounding neighborhoods so the Springdale Public Housing Authority can make this available at their annual public hearing.

### **Consolidated Plan (CP)**

1. Consolidated Plan is defined as a three-, four- or five-year plan, submitted to the Department of Housing and Urban Development and serves as the planning document (Comprehensive Housing Affordability Strategy and Community

Development Plan) of the City and an application for funding under the Community Planning and Development Formula Grant Program.

2. Before the City adopts a CP, it will make available to residents, public agencies, and other interested parties information that includes the amount of assistance the City expects to receive from the Department of Housing and Urban Development Entitlement Cities Program including Program Income the City anticipates it will receive. The City will provide the range of projects and activities that may be undertaken, including the estimated amount that will benefit persons of low-and-moderate-income.
3. The City shall publish the entire proposed CP on its web site at [www.springdalear.gov](http://www.springdalear.gov) under the office of Community Development. This allows residents, public agencies, and other interested parties an opportunity to examine the content and submit comments.
4. The City shall place copies of the entire proposed CP at the Public Library, Jones Center for Families, Springdale Housing Authority, Springdale Senior Center, and the City's Planning & Community Development Office.
5. The City will have published in the local newspaper on a Sunday a Public Notice display ad with a summary of the CP that includes the various locations copies of the CP is available for comments by residents, public agencies, and other interested parties.
6. The City will make a reasonable number of free copies of the entire CP available to residents and groups that request it. The CP will be made available in a format accessible to persons with disabilities upon request.
7. The CP will be made available to the public for a thirty (30) day comment period, beginning the day after a summary of the proposed CP was published in the newspaper.
8. The City will consider any and all comments or views of residents received in writing or orally at the public hearings in preparing the final CP.
9. A summary of all resident's comments and the City's responses will be incorporated into or attached to the final CP before it is submitted to the United States Department of Housing and Urban Development.
10. Comments may be made to the CDBG Director Don Hancock by calling 479-750-8550 or e-mailing: [dhancock@springdalear.gov](mailto:dhancock@springdalear.gov) or sending through the U.S. Postal Service to: City of Springdale, CDBG Program, 201 Spring St., Springdale, AR. 72764

### **Action Plan (AP)**

1. Action Plan is defined as a one-year plan submitted annually to the Department of Housing and Urban Development on or before 45 days prior to the start of the Program Year that describes how the City will carry-out its projects and activities utilizing upcoming program year CDBG funds.
2. Before the City adopts an AP, it will make available to residents, public agencies, and other interested parties information that includes the amount of assistance the City expects to receive from the Department of Housing and Urban Development Entitlement Cities Program including any Program Income the City anticipates it will receive. The City will provide the range of projects and activities that may be undertaken, including the estimated amount that will benefit persons of low-and-moderate-income.
3. The City shall publish the entire proposed AP on its web site at [www.springdalear.gov](http://www.springdalear.gov) under the office of Community Development. This allows residents, public agencies, and other interested parties an opportunity to examine the content and submit comments.
4. The City shall place copies of the entire proposed AP at the Public Library, Jones Center for Families, Springdale Housing Authority, Springdale Senior Center, and the City's Planning & Community Development Office.
5. The City will have published in the local newspaper on a Sunday a Public Notice display ad with a summary of the AP that includes the various locations copies of the AP are available for comments by residents, public agencies, and other interested parties.
6. The City will make a reasonable number of free copies of the AP available to residents and groups that request it. The AP will be made available in a format accessible to persons with disabilities upon request.
7. The AP will be made available to the public for a thirty (30) day comment period beginning the day after a summary of the proposed AP was published in the newspaper.
8. The City will consider any and all comments or views of residents received in writing or orally at the public hearings in preparing the final AP.
9. A summary of all resident's comments and the City's responses will be incorporated into or attached to the final AP before it is submitted to the Department of Housing and Urban Development approximately May 13<sup>th</sup> annually.
10. Comments may be made to the CDBG Director Don Hancock by calling 479-750-8550 or e-mailing: [dhancock@springdalear.gov](mailto:dhancock@springdalear.gov) or sending through the U.S. Postal

Service to: City of Springdale, CDBG Program, 201 Spring St., Springdale, AR. 72764

### **Consolidated Annual Performance & Evaluation Report (CAPER)**

1. CAPER is defined as a Performance Report submitted to the Department of Housing and Urban Development on or before 90 days after the Program Year ends, that describes prior-year CDBG fund disbursement, projects and activities carried-out, number of beneficiaries and other objectives and outcomes accomplished with CDBG funds.
2. The City encourages residents, public agencies, and other interested parties to comment on the CAPER.
3. The City shall publish the entire CAPER on its web site at [www.springdalear.gov](http://www.springdalear.gov) under the office of Community Development. This allows residents, public agencies, and other interested parties an opportunity to examine the content and submit comments.
4. The city shall place copies of the entire CAPER at the Public Library, Jones Center for Families, Springdale Housing Authority, Springdale Senior Center, and the City's Planning & Community Development Office.
5. The City will have published in the local newspaper on a Sunday a Public Notice display ad with a summary of the CAPER and shall include the various locations copies of the CAPER is available for residents, public agencies, and other interested parties to review and comment on.
6. The city will make a reasonable number of free copies of the CAPER available to residents and groups that request it. The CAPER will be made available in a format accessible to persons with disabilities upon request.
7. The CAPER will be made available to the public for a fifteen (15) day comment period beginning the day after a summary of the CAPER was published in the newspaper.
8. The City shall consider all comments or views of residents in writing or orally regarding the CAPER.
9. The CAPER and any comments or views regarding the CAPER will be submitted to the Department of Housing and Urban Development approximately September 28<sup>th</sup> annually.
10. Comments may be made to the CDBG Director Don Hancock by calling 479-750-8550 or e-mailing: [dhancock@springdalear.gov](mailto:dhancock@springdalear.gov) or sending through the U.S. Postal

Service to: City of Springdale, CDBG Program, 201 Spring St., Springdale, AR. 72764

### **Substantial Amendment (SA)**

1. The City considers a Substantial Amendment to the Consolidated Plan a change in the allocation of \$100,000 or greater of allocated funds and/or a change in the use of CDBG funds from one eligible activity to another.
2. Before the City adopts an SA, it will make available to citizens, public agencies, and other interested parties information that includes the proposed changes to the Consolidated Plan.
3. The City shall publish the SA on its web site at [www.springdalear.gov](http://www.springdalear.gov) under the office of Community Development. This allows residents, public agencies, and other interested parties an opportunity to examine the content and submit comments.
4. The city shall place copies of the SA at the Public Library, Jones Center for Families, Springdale Housing Authority, Springdale Senior Center, and the City's Planning & Community Development Office.
5. The City will have published in the local newspaper on a Sunday a Public Notice display ad with a summary of the SA and shall include the various locations copies of the SA are available for comments by residents, public agencies, and other interested parties.
6. The City will make a reasonable number of free copies of the SA available to residents and groups that request it. The SA will be made available in a format accessible to persons with disabilities upon request.
7. The SA will be made available to the public for a thirty (30) day comment period beginning the day after a summary of the SA was published in the newspaper and will not be implemented until the thirty (30) day comment period has elapsed.
8. The City shall consider all comments or views of citizens received in writing or orally. A summary of these comments or views and a summary of any comments or views not accepted and the reasons therefore shall be attached to the Amendment when it is submitted to the Department of Housing and Urban Development.
9. Comments may be made to the CDBG Director Don Hancock by calling 479-750-8550 or e-mailing: [dhancock@springdalear.gov](mailto:dhancock@springdalear.gov) or sending through the U.S. Postal Service to: City of Springdale, CDBG Program, 201 Spring St., Springdale, AR. 72764

10. The City shall notify the Department of Housing and Urban Development that an SA has been made. The letter transmitting the copy of the SA shall be signed by the City's Mayor.

### **Public Hearings**

1. The City will provide a minimum of two public hearings during each calendar year. One public hearing will be held in March at the beginning stages of developing the proposed Consolidated Plan and Action Plan. Residents, public agencies, and other interested parties are urged to attend the hearing to provide their views and respond to proposals and ask questions.
2. The City will hold another public hearing in April when the Consolidated Plan and Action Plan are published for comments. Residents, public agencies, and other public agencies, and other interested parties are urged to attend the hearing to provide their views and respond to proposals and ask questions.
3. A display ad notifying the public about the Public Hearing will be published in the local Sunday newspaper approximately two weeks prior to the public hearing and again on Sunday one week prior to the public hearing.
4. The City will hold all public hearings in buildings that have accommodations for persons with disabilities.
5. The City will provide a bilingual (English/Spanish) speaking person at all public hearings.

### **Access to Records**

The City has available to residents, public agencies, and other interested parties information and records relating to the Consolidated Plan, Action Plans, Consolidated Annual Performance and Evaluation Reports, Substantial Amendments, Monitoring Reviews and the City's use of assistance under the Community Development Block Grant Program for the preceding five years.

### **Technical Assistance**

The City will provide technical assistance to recognized groups that represent persons of low-and-moderate-income that request such assistance in developing proposals for funding assistance under the Consolidated Plan and Action Plans. A bilingual (English/Spanish) person will also be available to non-English-speaking persons.

### **Complaints**

The City's CDBG Program Director is responsible to respond to complaints from residents related to the Consolidated Plan, Annual Action Plans, Consolidated Annual

Performance and Evaluation Report, Substantial Amendments, and all aspects of the CDBG Program. The Director will provide a timely, substantive, written response to every written citizen complaint within 15 working days, where practical.

### **Displacement**

1. It is city's policy not to cause any persons to be displaced by the use of CDBG funds.
2. However, if the displacement of persons does occur, the city will assist persons displaced. The CDBG Program shall assist persons displaced by providing moving and/or temporary relocation expenses as necessary.
3. In certain cases contractors will assist persons displaced as required. The contractor shall assist persons displaced by providing moving and/or temporary relocation expenses as necessary.

### **Assessment of Fair Housing (AFH)**

#### **Development:**

1. The City at or as soon as feasible after the start of the public participation process will make the HUD-provided data and other supplemental information the city plans to incorporate into the AFH available to residents, public agencies, and other interested parties. The city may make the HUD-provided data available to the public by cross-referencing to the data on HUD's web site.
2. The City will hold a public hearing during the development of the AFH to obtain the views of the community on housing and community development needs including priority non-housing community development needs and Affirmatively Furthering Fair Housing. The public hearing will be held in a building that has accommodations for persons with disabilities. The city will provide a bilingual (English/Spanish) person at the public hearing. A display ad shall be published in the local newspaper notifying Springdale residents of an upcoming public hearing with sufficient information published about the subject of the hearing to permit informed comment. The ad shall be published in the local newspaper on Sunday at least two weeks prior to a public hearing and again on a Sunday one week prior to the public hearing.
3. The city shall publish the entire proposed AFH on the city's web site that affords residents, public agencies, and other interested parties an opportunity to examine the content and submit comments.
4. The city shall place copies of the entire proposed AFH at the Public Library, Jones Center for Families, Springdale Housing Authority, Springdale Senior Center, and the City's Planning & Community Development Office.
5. The city will publish a summary of the AFH in the local newspaper and shall include the various locations the entire AFH is available for residents, public agencies, and

other interested parties an opportunity to examine the content and submit comments.

6. The city will make a reasonable number of free copies of the AFH available to residents and groups that request a copy.
7. The City will consider all comments or views of residents received in writing or orally at the public hearing in preparing the final AFH. A summary of all comments or views and a summary of any comments or views not accepted and the reasons why shall be attached to the final AFH.

**Revisions:**

1. An AFH previously accepted by the Department of Housing & Urban Development must be revised and submitted to HUD for review under the following circumstances:
  - a. A material change occurs. A material change is a change in circumstances in the City that affects the information on which the AFH is based to the extent that the analysis, the fair housing contributing factors, or the priorities and goals of the AFH no longer reflects actual circumstances. Examples include Presidentially-declared disasters, under title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 *et seq.*), in Springdale that are of such a nature as to significantly impact the steps the city may need to take to affirmatively further fair housing; significant demographic changes; new significant contributing factors in the city; and civil rights findings, determinations, settlements (including Voluntary Compliance Agreements), or court orders; or
  - b. Upon the Department of Housing & Urban Development's written notification specifying a material change that requires the revision.
2. A revision pursuant to paragraph (1a) of this section consists of preparing and submitting amended analyses, assessments, priorities, and goals that take into account the material change, including any new fair housing issues and contributing factors that may arise as a result of the material change. A revision may not necessarily require the submission of an entirely new AFH. The revision need only focus on the material change and appropriate adjustments to the analyses, assessments, priorities, or goals.
3. Where a revision is required under paragraph (1a) of this section, such revision shall be submitted within 12 months of the onset of the material change or at such later date as HUD may provide. Where the material change is the result of a Presidentially-declared disaster, such time shall be automatically extended to the date that is 2 years after the date upon which the disaster declaration is made, and HUD may extend such deadline, upon request, for good cause shown.
4. HUD will specify a date by which the city must submit a revision of the AFH, taking into account the material change, the city's capacity, and the need for a valid AFH

to guide planning activities. HUD may extend the due date upon written request by the city that describes the reasons the city is unable to make the deadline.

### **Volunteers**

1. The CDBG Program Director encourages residents, businesses, offices, non-profit, for-profit, faith-based and school organizations, layman or professionals to volunteer to perform community service work on qualified single-family dwellings owned and occupied by extremely-low to low-moderate-income households. Encouraging citizens to perform housing rehabilitation work is good for the community, homeowner(s) and the City's Housing Services Program.
2. The City's Housing Services Program may provide the tools, equipment, materials, supplies, technical supervision, and other items necessary for individuals or groups to perform housing rehabilitation work. In the past, volunteers ranged from individuals to groups of seventy-five. Volunteers perform work that may take only an hour or two to complete such as landscaping for the handicapped or seniors, painting, or cleaning up. Volunteers may work up to several days to complete some projects such as installing vinyl siding and soffit, painting, cleaning, rebuilding porches, constructing wheelchair ramps, repairing fences, etc. Volunteers have saved the City's Housing Services Program as much as \$6,750 on just one single-family dwelling.
3. For more information on the Volunteer Program, visit the City's web site at: [www.springdalear.gov](http://www.springdalear.gov) under the office of Community Development.
4. To volunteer, call the CDBG Director Don Hancock at (479) 750-8175 or e-mail: [dhancock@springdalear.gov](mailto:dhancock@springdalear.gov)